

Forklift Checklist

Requirements	EHB 15 Reference	YES	NO	N/ A	Comments
Is initial and annual review of this procedure conducted and documented?	27.4.2				
Are forklifts being used for their intended purposes in the appropriate environment according to this procedure?	27.3.1a				
Are only trained and qualified personnel permitted to operate forklifts?	27.3.5				
Has a forklift-specific hands-on training program been developed to qualify new operators and re-qualify existing Operators?	27.3.5a				
Has a License Card and/or Documentation Program for qualified operators been implemented and maintained?	27.3.5c				
Are Pre-operational Inspections of Forklifts being conducted at the beginning of each shift?	27.3.4 Attachments A & B				
Has Pre-operational Safety Inspection Checklist, applicable to the Forklifts been developed and being used?	27.3.4a				
Are all powered industrial trucks that require repair, defective or unsafe taken out of service until repair is done?	27.3.1o				
Are general requirements for operation, maintenance and use of forklifts being followed?	27.3.1				
Is there sufficient headroom under overhead installations, lights, etc., to avoid collisions during Forklift operations?	27.3.6a				
Is there adequate lighting provided where Forklifts are being operated?	27.3.6b				
Is Carbon Monoxide monitoring/recording being conducted, if applicable?	27.3.6c				

Requirements	EHB 15 Reference	YES	NO	N/A	Comments
Are requirements for the storage and handling of liquid fuel being followed?	27.3.2, Procedure 16				
Are guidelines for battery changing and charging being followed?	27.3.3				
Is refueling/battery charging being done in designated areas?	27.3.3a				
Is Personal Protective Equipment (PPE) being used during battery charging and installation activities?	27.3.3b				
Are there adequate flushing/rinsing facilities for eyes, face and body during Battery Charging Operations?	27.3.3c				
Are Fire Extinguishers readily available on site?	27.3.3f.2				

